



## Expense Disclosure Summary

**Name** Wayne Resch                      **Position** VP Administration & Finance  
**Period Covered** October 1 - December 31, 2017

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
October 6, 2017	Edmonton, AB	Senior Business Officers Meeting	\$ 534.18	\$ 80.25	\$ -	\$ -	\$ -	\$ -	\$ 614.43
October 15-16, 2017	Calgary, AB	Comprehensive Community Institutions (CCI) Meeting	\$ -	\$ 264.00	\$ 266.14	\$ 32.00	\$ -	\$ 10.00	\$ 572.14
October 26, 2017	Brooks, AB	Brooks Campus Visit	\$ -	\$ 96.80	\$ -	\$ 12.00	\$ -	\$ -	\$ 108.80
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			<u>\$ 534.18</u>	<u>\$ 441.05</u>	<u>\$ 266.14</u>	<u>\$ 44.00</u>	<u>\$ -</u>	<u>\$ 10.00</u>	<u>\$ 1,295.37</u>

\* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

*This Expense Summary is true and complete to the best of my knowledge for the period indicated above.*

**Signature** \_\_\_\_\_  
 Original Copy Signed \_\_\_\_\_



## Expense Disclosure Sheet

**Name** Wayne Resch **Date** October 6, 2017

**Position** VP Administration & Finance **Purpose** Senior Business Officers Meeting **Destination** Edmonton, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
06-Oct-17	Integra Air	Airfare	Return Flights			534.18
06-Oct-17	Parking PPL	Other Transportation	Airport Parking			8.25
06-Oct-17	ATS Group	Other Transportation	Taxi Fare - Airport to NorQuest College			72.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				<b>Total Receipts</b>		<b>614.43</b>



## Expense Disclosure Sheet

**Name** Wayne Resch **Date** October 15-16, 2017  
**Position** VP Administration & Finance **Purpose** Comprehensive Community Institutions (CCI) Meeting **Destination** Calgary, AB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Oct. 15-16, 2017	Marriott Calgary Airport	Accommodation	Hotel Room			266.14
Oct. 15-16, 2017	MHC Travel Claim	Meals	Meals			32.00
Oct. 15-16, 2017	MHC Travel Claim	Incidentals	Overnight Incidentals			10.00
Oct. 15-16, 2017	MHC Travel Claim	Other Transportation	Mileage			264.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
					<b>Total Receipts</b>	<b>572.14</b>



## Expense Disclosure Sheet

**Name** Wayne Resch      **Date** October 26, 2017

**Position** VP Administration & Finance      **Purpose** Brooks Campus Visit      **Destination** Brooks, AB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
26-Oct-17	MHC Travel Claim	Meals	Lunch			12.00
26-Oct-17	MHC Travel Claim	Other Transportation	Mileage			96.80
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Receipts</b>						<b>108.80</b>

**From:** Wayne Resch  
**Sent:** Tuesday, October 03, 2017 1:34 PM  
**To:** [REDACTED]  
**Subject:** FW: Your Ticketless Itinerary - Integra Air RESCH, WAYNE  
**Importance:** High

**From:** res@integraair.com [mailto:res@integraair.com]  
**Sent:** Tuesday, October 03, 2017 1:25 PM  
**To:** Wayne Resch <WResch@mhc.ab.ca>  
**Subject:** Your Ticketless Itinerary - Integra Air RESCH, WAYNE  
**Importance:** High

**Passenger Itinerary for RESCH, WAYNE**

**Itinerary**  
[www.integraair.com](http://www.integraair.com)

Please print/retain this page for your records. Thank you for choosing Integra Air.



**integraair**  
INTERNATIONAL INC.

**Customer Care**  
Toll Free 1-877-213-8359  
Local 403-381-UFLY (8359)

**Booking Information** - Booking Reference/Locator#: 623747  
- Booked On: 10/03/2017 13:24

**Passenger**

Name: RESCH, WAYNE  
Phone #: 403-504-3529  
Form of Payment: VISA

**Flight Information**

FLIGHT	FROM	TO	DEPART	ARRIVE	STATUS
601	Medicine Hat (YXH)	Edmonton (YEG)	10/06/2017 06:45	08:00	CONFIRMED
604	Edmonton (YEG)	Medicine Hat (YXH)	10/06/2017 17:05	18:15	CONFIRMED

**Notes**

**Fare Summary**

Fare	\$372.18
<b>Taxes, Fees and Charges</b>	
Nav Canada Surcharge	\$24.00
Security Fee	\$14.24
Other Charges	\$98.32
<b>Subtotal</b>	<b>\$508.74</b>
GST(100411966RG0001)	\$25.44
<b>Total - CAD</b>	<b>\$534.18</b>
<b>Balance Due</b>	<b>\$0.00</b>

## Terms and Condition

### General

1. Public domestic scheduled tariffs are available upon request or at [www.integraair.com](http://www.integraair.com)
2. Flights in a King Air 200 or a Jetstream 31 are operated by Bar XH Air Inc.
3. Scheduled flights have complimentary light snacks and beverages on each flight.
4. There are no washroom facilities on the King Air 200 and Jetstream 31 aircraft.

### Fare Policies

1. Your reservation may be cancelled or changed up to 2 hours prior to flight time. Applicable change/cancellation fees of \$52.50 plus the difference in fares will apply. In the event of a cancellation, the fare will be placed into a credit file and is valid for one year from the date of cancellation.
2. Cancellations made on the same day of booking (within 24 hrs of original booking) are fully refundable to original form of payment.
3. Passengers cancelling within 2 hours of the flight time or not showing up for a flight will result in all fares, fees, and taxes being forfeited.
4. If cancelling an I Pak within 6 hours of the flight time this will result in the fare being forfeited.
5. Cancellations by the airline due to weather will result in the fare being placed in a credit file for future use valid for one year from the date of cancellation. Refunds will not be issued.

### Photo ID and Check In Policies

1. Check in time for all scheduled flights is 45 minutes prior to the departure time.
2. Passengers arriving less than 15 minutes prior to the scheduled departure time will be denied boarding.
3. Photo ID is required for all passengers over 18 years of age.
4. Proof of age will be required for all infants.
5. Passport is required for transborder travel.

**Dangerous Goods must not be carried in or as passengers or crew, checked or carry-on baggage, except as otherwise provided. Dangerous goods permitted in carry-on baggage are also permitted "on one's person", except where otherwise specified.**

### For more information:

Check **TRAVEL INFO** on our website at [www.integraair.com](http://www.integraair.com) or call toll-free at 1 877 213 8359.

### Medicine Hat Boarding Location:

Medicine Hat Airport - Main Terminal  
1-49 Viscount Ave SW

### Directions:

The Medicine Hat Airport is located 3.7km southwest of the city.

### Baggage Policy:

Each passenger is allowed 1 checked bag with a maximum weight of 30lbs. Maximum size for checked baggage is 9"x16"x20"

Each passenger is allowed 1 carry on bag with a maximum size of 13"x10"x10" and a maximum weight of 13lbs.

Excess baggage may be accepted based on aircraft weight and space availability. Excess baggage rates are \$2.00 per pound for an extra bag or above weight limits for one checked bag.

**Edmonton Boarding Location: (If Traveling to Lethbridge)**

Executive Flight Centre  
3684 - 53 Ave East, Edmonton International Airport.

**Directions:**

From Highway #2 or the Queen Elizabeth Highway traveling south from Edmonton, take Exit 525 onto Highway 19 West and take the first left turn onto the Airport Service Road and travel 2.1 kilometers and turn right at the first set of lights on 53th Ave.

Paid Parking is available at a rate of \$12.08 per day

**Edmonton Boarding Location: (If traveling to Medicine Hat)**

Edmonton International Airport Main Terminal Bldg  
1000 Airport Road  
Nisku, Ab

**Baggage Policy:**

Each passenger is allowed 1 checked bag with a maximum weight of 30lbs. Maximum size for checked baggage is 9"x16"x20"

Each passenger is allowed 1 carry on bag with a maximum size of 13"x10"x10" of maximum weight of 13lbs.

Excess baggage may be accepted based on aircraft weight and space availability. Excess baggage rates are \$2.00 per pound for an extra bag or above weight limits for one checked bag.

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\*DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE      EXPIRATION TIME

07/10/17      06:12

DATE ISSUED      TIME ISSUED      AMOUNT PAID

06/10/17      06:12      \$ 8.25

\$ 8.25      14130001      06:12

LOT 6302/Daily CC



NON TRANSFERABLE 1034247



RECEIPT

1034247

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE VISA  
DATE 2017/10/06  
TIME 7324 08:31:05  
INVOICE # 838  
RECEIPT NUMBER  
C85038197-001-139-004-0

PURCHASE  
AMOUNT \$66.00  
TIP (6) \$6.00  
TOTAL

\$72.00

VISA CREDIT  
A0000000031010  
C91178CBE4211B1E  
0080008000-E800  
A960D9E38D93ED07  
0080008000-F800

APPROVED

AUTH# 068712      01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS





**MARRIOTT  
CALGARY AIRPORT  
IN-TERMINAL HOTEL**

**Calgary Airport Marriott In-Terminal Hotel  
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9  
Telephone: (403) 717-0522 Fax: (587) 232-0600**

Wayne Resch  
Xxx  
Canada

Room: 545  
Folio: 57836  
Cashier: 11  
Arrival: 10-15-17  
Departure: 10-16-17

Date	Description	Additional Information	Charges	Credits
10-15-17	Room Charge		209.00	
10-15-17	Rooms Destination Market Fee		6.27	
10-15-17	Rooms Tourism Levy		8.61	
10-15-17	Room GST		10.76	
10-15-17	Self Parking		30.00	
10-15-17	Parking GST		1.50	
10-16-17	Visa Card	XXXXXXXXXXXX [REDACTED] XX/XX		266.14

(7)

GST Summary	
Reg No: 741907497 RT0001	
Room	10.76
F&B	0.00
Other	0.00
<b>Total</b>	<b>10.76</b>

Total	266.14	266.14
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

# MEDICINE HAT COLLEGE TRAVEL CLAIM



**CLAIMANT**  
 Name: Wayne Resch  
 Address:

**MEETING/CONFERENCE**  
 Name: CCI Meeting  
 Location: Calgary

**DAYS INVOLVED [ 1.02 ]**  
 Departure date Oct 15 2017 6:00PM  
 Return date Oct 16 2017 6:30PM

**EXPENSES**

Meals	Days	Rate	Total
Breakfast	1	@ \$10.00	= \$10.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	1	@ \$22.00	= \$22.00
Full Per diem	0	@ \$44.00	= \$0.00
Overnight incidental	1	@ \$10.00	= \$10.00
Hospitality Allowance	0	@ \$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

**FOR OFFICE USE ONLY**

Amount	GST

**TRANSPORTATION**

Own Car	600 KM @ 0.44/KM	\$264.00
College Car	(Attach gas receipts)	\$0.00
Rental Car	(Attach invoice & gas receipts)	\$0.00
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

CND \$306.00  
 USD \$0.00 \*\$1.00/CND  
**TOTAL EXPENSE \$306.00**  
 Less - Advance (if applicable) -\$0.00  
**NET CLAIM DUE (Repayable) 306.00**

**INVOICE TOTAL**

**FOR OFFICE USE ONLY**

**VENDOR NUMBER**

**CONTROL  
 03 - 15622  
 TOTAL**

GL CODE	AMOUNT	GST	TOTAL

**Written Signatures**  
 Request By \_\_\_\_\_  
 Department Signatures \_\_\_\_\_  
(If Necessary Signature)  
 Electronic Signatures  
 Active Directory WResch@mhc.ab.ca

Department Code \_\_\_\_\_  
 Finance: \_\_\_\_\_  
 \_\_\_\_\_

